

PROJECT NO. - CA 016228

PROJECT ACRONYM - SKEP

PROJECT TITLE –

‘Scientific Knowledge for Environmental Protection – Network of funding Agencies’

INSTRUMENT: ERA-NET (CA)

THEMATIC PRIORITY: Environment

INTERIM ACTIVITY REPORT

PERIOD COVERED: From 01 June 2006 to 01 December 2006

DATE OF PREPARATION: 30 December 2006

START DATE OF PROJECT: 01 June 2005

DURATION: 4 Years

PROJECT CO-ORDINATOR NAME: Dr Simon Gardner

PROJECT CO-ORDINATOR ORGANISATION NAME: Environment Agency for
England and Wales

SECTION 1 – PROJECT OBJECTIVES AND MAJOR ACHIEVEMENTS DURING THE REPORTING PERIOD

The SKEP ERA-NET brings together the key funders of national research programmes to generate knowledge in collaboration and improve links with high-level policy-makers. It also aims enhance the value of research in meeting the needs of policy makers and those who implement regulation by sharing good practice in research management and dissemination..

The SKEP ERA-NET is advancing according to the outline schedule set out in the Description of Work (DoW) at the 18 month stage of the project. Significant progress has been made in all six work packages.

A successful project workshop has taken place to launch the investigation of emerging issues for future research planning (WP5 December, Dublin), and to manage and co-ordinate the ERA-NET (Work Package Leaders meeting, 31st October, London).

The two project deliverables are presented in conjunction with this interim progress report:

- **Deliverable 5.1 – ‘List of projects for small-scale joint call’**

In the wake of the successful Dublin workshop on the 11th -12th December which launched work package 5 activities, a report has been produced by the Irish EPA entitled, ‘SKEP Call Topics’, which outlines the rationale behind the pilot joint-calls the project will be co-ordinating in 2007.

- **Deliverable 6.1 – ‘Report on current practices for research planning and ‘horizon-scanning’ in member states’**

A report has been produced by the Ministère de l'Ecologie et du Développement Durable (MEDD), in conjunction with the Agence de l'Environnement et de la Maîtrise de l'Energie (ADEME) entitled ‘How to identify emerging long-term strategic issues for environmental research and policies – A diversity of possible approaches’.

Some formal changes to the Description of Work are required at the 18 month stage of the ERA-NET (December 2006) in order to reflect the evolution of the project. And applications for the addition of 3rd Parties and new participants.

SECTION 2 – WORK PACKAGE PROGRESS OF THE PERIOD

Work Package 1 – ‘ERA-NET management and co-ordination’

Start date: 0m; End date: 48m

Milestones and expected result	Status
M1.0 (0 month) Inception meeting	Completed (20 th -21 st June 2005) ✓

Progress report: *The management and co-ordination of the SKEP ERA-NET lead by the Environment Agency (England and Wales) is progressing according to the Description of Work (Annex I).*

Main activities initiated by the co-ordination team (Environment Agency - England and Wales) months 12 - 18:

- Monthly consortium newsletters were produced and disseminated
- guidance papers were circulated to project participants by the SKEP co-ordination team on conducting Framework Programme 6 audits

- please refer to Section 3, 'Consortium Management', for further details of co-ordination team activities

Work Package 2 – 'Exchange of research programme information'

Start date: 0m; End date: 24m

Milestones and expected result	Status
M.2.1 (6m) – Workshop to review existing systems and finalise specifications for information tool and analysis.	Completed (5 th -6 th December 2005) ✓
M.2.2 (12m) – Information available on live web site.	Completed (30 th June 2006) ✓
M.2.3 (24m) – Portfolio analysis including the identification of areas for information sharing and collaboration to feed into other work packages.	On time

Deliverables	Status
D.2.1 (12m) – Web-based information tool (linked to other EC tools)	Completed (30 th June 2006) ✓
D.2.2 (24m) – Portfolio analysis of research programmes.	On time

Progress Report: *Work Package 2, being lead by the Environment Agency (England and Wales) is progressing according to the Description of Work (Annex I).*

Main activities initiated by the Environment Agency (England and Wales) month 12 - 18:

Progress being made towards the completion of Deliverable D2.2, a portfolio analysis of environmental research conducted across the SKEP consortium, including the identification of areas for information sharing and collaboration to feed into other work packages. Initial analysis from this deliverable was presented at the official launch of Work Package 5 on the 11th - 12th December in Dublin.

Work Package 3 – 'Best practise in research management'

Start date: 0m; End date: 24m

Milestones and expected result	Status
M.3.1 (5m) – A questionnaire is developed and tested.	Completed (August-November 2005) ✓
M.3.2 (12m) – End of analysis of good practice in programme management.	Completed (June 2006) ✓
M.3.3 (24m) – End of analyses of common evaluation procedures.	On time

Deliverables	Status
D.3.1 (12m) – A report on analysis of questionnaire results, interviews and workshop – Guidelines for good practice in programme management.	Completed (June 2006) ✓
D.3.2 (24m) – Guidelines on common evaluation procedures.	On time

Progress Report: *Work Package 3, being co-lead by Finnish Ministry of Environment (FiMoE) and Finnish Environment Institute (SYKE) is progressing according to the Description of Work (Annex I).*

Main activities initiated by the *Finnish Ministry of Environment (FiMoE) and Finnish Environment Institute (SYKE)* months 12 - 18:

Work for Deliverable 3.2, the production of guidelines on common evaluation procedures, is well underway. A significant proportion of material was collected during interviews with experts in early 2006. In February 2006 a first draft of a report on best practice will be prepared and circulated for comment to consortium members and key external stakeholders. The final version of this report will put forward a template for an evaluation framework to be used in SKEP pilot joint calls.

In addition, a study is being carried out on practices dealing with mid-term and ex-post evaluations of programmes including their projects. In November 2006, SYKE initiated the process of producing an internal group of evaluation contacts within the SKEP consortium in order to highlight examples of evaluation practice within participating organisations. Participants will be asked for, by the 8th of January 2007 to provide:

- Material on programme evaluations within their organisation;
- Actual evaluation documents and guidelines, including information on processes and events such as mid-term seminars

As part of this process, interviews with selected evaluation experts will be carried out in January-February 2007. A collaborative initiative between SYKE and the USDoE Sandia National Laboratories in Washington D.C. which was used in Deliverable 3.1 to look at trans-Atlantic perspectives on programme management, will be extended and used as input to Deliverable 3.2.

Work Package 4 – ‘Dissemination and implementation of research’

Start date: 12m; End date: 36m

Milestones and expected result	Status
M.4.1 (18m) – A questionnaire is developed and tested.	Completed (01 June 2006) ✓
M.4.2 (36m) – The identification of topic of dissemination and implementation to feed into WP5	On time

Deliverables	Status
D.4.1 (24m) – A report on current activities in the dissemination, implementation and use of research is produced.	On time
D.4.2 (36m) – Guidelines for better dissemination and implementation of research for specific target groups.	On time

Progress report: *Work Package 4, being lead by the Swedish Environment Protection Agency (SwEPA) has now formally started. As a first stage in the undertaking Deliverable 4.1, a study of the approaches to the dissemination and utilisation of research in SKEP member organisations is being carried out. This study has been sub-contracted by SwEPA to Dr John Holmes, a senior research fellow at the University of Oxford.*

The study is concerned with the research programmes commissioned by the SKEP member organisations, and consequently the full range of associated natural and social sciences. It will ultimately describe SKEP members' approaches to research dissemination and utilisation and evaluate experiences of the ways in which different approaches work.

Main activities initiated by the *Swedish Environment Protection Agency (SwEPA)* during months 12 - 18:

The study has been undertaken in three phases:

- Initiation and literature review
- Case studies and survey
- Evaluation and reporting

The output from the study will be a report on current activities on disseminating and using research in SKEP member organisations. This will focus specifically on the needs of policy makers and regulators in SKEP member organisations in their everyday work. The report will also input to a joint workshop for Work Packages 3 and 4 in Spring 2007 (see SKEP 18m periodic report for further information). Approximately 100 experts have been interviewed over the last 6 months of the ERA-NET.

Work Package 5 – 'Plan and develop collaborative work areas'

Start date: 18m; End date: 45m

Milestones and expected result	Status
M.5.1 (18m) – Workshop to identify participants and thematic issues for pilot joint call	Completed (12th – 12th December 2006) ✓
M.5.2 (24m) – Launch a small-scale project or test joint call for proposals	On time
M.5.3 (36m) – Identification of participants and thematic issues for main joint call	On time
M.5.4 (45m) – Launch main joint call for proposals	On time

Deliverables	Status
D.5.1 (18m) – List of projects for small-scale pilot or test joint call for proposals	Completed (21st December 2006) ✓
D.5.2 (30m) – Action plan for joint call including list of projects for main joint call for proposals	On time
D.5.3 (48m) – Report reviewing experience of joint calls for proposals	On time

Progress report: *Work Package 5 is being lead by the Irish Environment Protection Agency (IEPA). On the 24th October 2006 Jon Greaves, from the Environment Agency for England and Wales was seconded to IEPA in order to assist with Work Package 5 activities.*

Main activities initiated by the *Irish Environmental Protection Agency (IEPA)* during months 12 - 18:

On the 31st October 2006, in advance of the December 2006 Work Package 5 launch meeting, a Work Package Leaders meeting took place in London to capture views concerning the willingness to participate in pilot joint call activities, preferences on broad topic areas, and the architecture of the pilot joint calls

On the 13th of November 2006, a joint-call questionnaire was circulated by the SKEP co-ordination team on behalf of IEPA. These questionnaires were returned by the due date of the 1st of December 2006. The questionnaires were intended to generate feedback from participating organisations on key aspects of joint call management. These elements included:

- Administrative information
- Participation
- Topic
- Funding (indicative value and mechanism)
- Call management
- Resulting Intellectual Property

Work Package 5 was formally launched at a two-day meeting on the 11th - 12th December in Dublin, hosted by the Irish EPA. The main purpose of this workshop was to engage the opinions of consortium members (via creating working groups) to consider:

1. The nature of the pilot joint-call topic
2. Best practice for the management of the pilot-joint call (including evaluation procedures)
 - The process of committing funds to the joint-call
 - Legal requirements for co-funding
 - Grant-vs-Procurement based funding approaches
 - Gender Issues
 - IPR Issues
 - Evaluation and peer-review
 - Dissemination
 - Use of a Steering Committee for call management and project monitoring
3. Joint call architecture
 - Virtual Common Pot approaches
 - True Common Pot approaches

Work Package 6 – ‘Investigate emerging issues for future research planning’
Start date: 12m; End date: 36m

Milestones and expected result	Status
M.6.1 (24m) – Identification of current horizon scanning and identification of one emerging issue to be investigated	On time

Deliverables	Status
D.6.1 (18m) – Report on current practices for research planning and ‘horizon scanning’ in Member States	Completed (20th December 2006) ✓

D.6.2 (24m) – Completed literature review of one issue to be investigated	On time
D.6.3 (30m) – Summary of perceptions and science needs of policy makers and operational staff based on questionnaire results for the selected issue	On time
D.6.4 (36m) – Report on the workshop explaining the decisions and recommendations for future research, and preparing ideas for future joint calls	On time

Progress report: *Work Package 6 is being co-lead by the French Ministry of Ecology & Sustainable Development (MEDD) and the French Agency of the Environment and Energy Control (ADEME). This work package is progressing according to the Description of Work (Annex I).*

Main activities initiated by the French Ministry of Ecology & Sustainable Development (MEDD) and the French Agency of the Environment and Energy Control (ADEME) between months 12 – 18:

In the wake of the work package 6 launch workshop on the 12th – 13th June 2006, a preliminary decision was made by project participants to focus upon two topic areas. An analysis of the impacts of emerging technologies coupled with a science-policy assessment of the impacts on those institutions responsible for regulating these new areas and producing evidence-based policy. MEDD and ADEME representatives are currently writing up a summary of the meeting and a draft recommendation paper for the consortium to comment upon.

In December 2006 Deliverable 6.1 was finalised. Entitled, ‘How to identify emerging long-term strategic issues for environmental research and policies? – a diversity of possible approaches’. This report on current practices for research planning and ‘horizon-scanning’ in member states, focuses on the following key areas:

- Why look at emerging issues and the long-term future?
- Focusing on a common goal
- An overall framework for possible approaches towards Foresight activities and Horizon Scanning
- A comparative assessment of different techniques for gathering data
- Strategic use of results for research strategy development

SECTION 3 – CONSORTIUM MANAGEMENT

A. Consortium management tasks

There have been no substantive problems experienced in the management of the consortium over the first 18 months of the project. Issues arising can generally be partitioned into the following areas (additional information can be derived from the SKEP 18m periodic management report):

1. Changes in the nature of consortium participants

A number of participating organisations within the SKEP ERA-NET consortium have undergone changes to either their name, or their legal basis, over the last 18 months. These organisations have included:

- **SKEP Participant 11: MSIST.** The Polish Ministry of Science and Information Society Technology (Ministerstwo Nauki i Informatyzacji) (MSIST) have, following a change in government, become the Ministry of Science and Higher Education (Ministerstwo Nauki i Szkolnictwa Wyższego) (**MSHE**). This change came into force on the 5th of May 2006.
- **SKEP Participant 8: MVG-AMINAL.** The Ministry of Flanders, Department of Environment and Infrastructure, Administration for Environment-, Nature- Country- and Water Management (Ministrie van de Vlaamse Gemeenschap, Department Leefmilieu en Infrastructuur Administratie Milieu-, Natuur- Land- en Waterbeheer) (AMINAL) have changed their name to the 'The Flemish Government, Environment, Nature and Energy Department' (**Fg-ENED**) (Vlaamse overheid - Departement Leefmilieu, Natuur en Energie). This change came into force on the 1st April 2006.

SKEP Participant 9: MATT. The Italian Ministry of the Environment and Protection of the Territory (Ministero dell'Ambiente e della Tutela del Territorio) (MATT) has, following a change in government, altered its name to the Ministry for the Environment, Land and Sea (*Ministero dell'Ambiente e della Tutela del Territorio e del Mare*) (IMELS). The change of name comes into force with effect from the 17th of July 2006.

2. The inclusion of 3rd Parties

The ERA-NET co-ordination team have been engaged in negotiations with the Commission concerning 3rd Party Agreements for RIVM (on behalf of VROM) and with Studiare Sviluppo (on behalf of MATT).

3. The inclusion of new participating organisations

As stated in the previous interim progress report, two organisations have requested that they become full participants in the SKEP ERA-NET have been approved by the SKEP Network Steering Committee as suitable to join the project after the 18 month stage. These are the German Federal Environment Agency (Umweltbundesamt) and the Romanian Ministry of Science and Education (Ministerul Educatiei si Cercetarii). The SKEP co-ordination team will now formally apply to the European Commission in order to request that they be added to the consortium.

There have been no changes between months 12 and 18 in the number of project Observers associated with the SKEP ERA-NET.

B. Sub-contractors

There have been no changes in sub-contracting since the previous (6m – 12m) report to the Commission.

C. Changes to the Description of Work

These amendments, which have been highlighted to the European Commission in formal letters, are listed below (further details are available in the SKEP 18m periodic report):

- **WP4 Milestone** - correction of milestone M4.1 in WP4 (dissemination and implementation of research) to '*A questionnaire is developed and tested for the implementation of research results*' in list of milestones (7.4, Table of Milestones)
- **Network Steering Committee** - frequency of meetings listed in WP1 description corrected to once a year (7.6, WP1)

- **Participant 4**, Irish Environment Protection Agency's request for a cost model change
- **Subcontracted tasks for WP4:**
- **Description of Work, Appendix A2, 'Sub-contracting', Paragraph 4** – text incorrectly refers to Work Package 2, when it should refer to Work Package 4.
- **Description of Work, Appendix A2, 'Sub-contracting', Paragraph 5** – text incorrectly refers to Work Package 2, when it should refer to Work Package 4
- **Text relating to the establishment of RIVM as third party for Participant 10 (Dutch Ministry for Housing, Spatial Planning & Environment (VROM))** - provision of third party resources by the Dutch Institute for Public Health and Environment (RIVM) to assist VROM in the delivery of all work packages (Apndx A4).
- **Name and information change for Participant 8 (Fg-ENED)**
- **Name and information change for Participant 11 (MSHE)**

D. Co-operation with other projects/programmes:

The SKEP project has co-operated in months 12 - 18 with the following initiatives:

- European Environment Agency – SKEP presence on the steering group for the November 6th – 7th workshop on policy effectiveness assessment
- Trans Atlantic Uncertainty Colloquium (TAUC), USEPA, US NSF – Attendance at the TAUC workshop in Washington D.C. and presentation.
- 'Science meets Policy' (SMP) – SKEP presentation delivered to SMP meeting in Helsinki on the 19th – 20th October 2006.
- [UK] Environmental Research Funders Forum (ERFF) – continuing progress meetings with this domestic analogue of the SKEP project.
- Other ERA-NETS - links have been made to share experience and expertise of the ERA-NET scheme and to discuss opportunities for co-operative working between ERA-NETs. This includes BiodivERsA, CIRCLE, IWRM, and SNOWMAN.

Section 4 – Other issues

No other issues are foreseen at this time.

ANNEX

Annex 1: Use and dissemination

A. Publications

Between month 12 and month 18 of the project, a number of publications and articles have been produced. A proportion of which have been additionally disseminated via our project website at <http://www.skep-era.net/site/148.asp>

Date	Type	Type of audience	Countries addressed/size of audience	Partner involved/responsible	Venue	Description
1 st June 2006	Poster	RE	EA Science Department staff. Approximately 200 attendees.	EA	EA Science Day	Poster highlighting the work of the ERA-NET to internal EA staff members.
June 2006	Article	PU	UK	DEFRA	Not applicable	Website article for the British Association for the Advancement of Science entitled, 'Science meets Policy' by Zitouni Ould-Dada. (http://www.the-ba.net/the-ba/CurrentIssues/ReportsandPublications/ScienceAndPublicAffairs/SPAJune06/Feature1June06.htm)
September 2006	Article	PU	EU	Not Applicable	Not Applicable	Croatian Environment Protection Agency article on the SKEP ERA-NET (http://www.azo.hr)
19 th October 2006	Poster	RE	International audience of 80 science-policy experts and European Commission representatives.	EA, SwEPA	Helsinki, Finland	Poster outlining the relationship between the science-policy work of SKEP, ERFF and the EU-sponsored 'Science meets Policy' initiative.
19 th October 2006	Publication	RE	International audience of 80 science-policy experts and European Commission representatives.	FiMoE, SYKE	Helsinki, Finland	Publication entitled, ' <i>Experiences in the management of research funding programmes for environmental protection (including recommendations for best practice)</i> ' published in the Finnish Environment Series (Finnish Environment 43, 2006)

In addition to the publications cited above, two SKEP work package deliverables were produced in the last 6 month period of the project. Both of these reports have been disseminated on the SKEP ERA-NET website. These are:

▪ **Deliverable 5.1 – ‘List of projects for small-scale joint call’**

In the wake of the successful Dublin workshop on the 11th -12th December which launched work package 5 activities, a report has been produced by the Irish EPA entitled, ‘SKEP Call Topics’, which outlines the rationale behind the pilot joint-calls the project will be co-ordinating in 2007.

▪ **Deliverable 6.1 – ‘Report on current practices for research planning and ‘horizon-scanning’ in member states’**

A report has been produced by the Ministère de l'Ecologie et du Développement Durable (MEDD), in conjunction with the Agence de l'Environnement et de la Maîtrise de l'Energie (ADEME) entitled ‘How to identify emerging long-term strategic issues for environmental research and policies – A diversity of possible approaches’.

B. Presentations

Between month 12 and month 18 of the project, a number of representations at meetings, and presentations on the aims and objectives of SKEP have been given by the co-ordination team (Environment Agency - England and Wales):

Date	Type	Type of audience	Countries addressed / size of audience	Partner involved/ responsible	Venue	Description
5 th June 2006	Presentation	PU	UK	EA	London	Presentation to representatives of the UK Department for Environment, Food and Rural Affairs (DEFRA).
5 th June 2006	Presentation	PU	UK	EA	London	Presentation to representatives of the UK Department for Environment, Food and Rural Affairs (DEFRA).
14 th June 2006	Representation	PU	EU	EA, IEPA	Brussels	SKEP representation at the European Commission hosted workshop for ERA-NET joint-calls.
28 th June 2006	Representation	RE	UK, Denmark	EA	Bristol	Telecon meeting with representatives of the European Environment Agency (EEA).
6 th July 2006	Representation	RE	UK, Finland	EA, SYKE	Bristol	Meeting with Paula Kivimaa from the Finnish Environmental Research Institute (SYKE).
17 th July 2006,	Representation	PU	UK, Germany	EA	Bristol	Telecon with representatives of the CIRCLE ERA-NET to discuss collaboration.

18 th July 2006	Representation	PU	UK, France	EA	Bath	Video-conference with representatives of the IWRM.net ERA-NET to discuss collaboration.
14 th - 15 th August 2006	Representation	PU	UK, Denmark	EA	Copenhagen	SKEP representation on the EEA-chaired steering group planning the workshop on Ex-Post Policy Effectiveness Evaluation (EPPEE).
15 th August 2006,	Presentation	PU	UK, Denmark	EA	Copenhagen	Presentation of SKEP aims, objectives and progress given to representatives of the European Environment Agency.
22 nd August 2006	Presentation	PU	UK, France, Germany	EA		Presentation of SKEP Work Package 2, 'Exchange of research information', given to representatives of CIRCLE, BiodivERsA and IWRM ERA-NETs.
13 th September 2006	Representation	PP	UK	EA	Swindon	Meeting with the Environmental Research Funders Forum (ERFF) to discuss SKEP-ERFF inter-linkages, with particular reference to SKEP Work Package 2, 'Exchange of research information'.
13 th September 2006	Representation	PU	UK	EA	Swindon	Meeting with representatives of UniCRIS and a sub-set of other environmental ERA-NETs concerning the usage of the CERIF framework for environmental research databases, exploring opportunities for joint-working, and the development of an information-transfer template for ERA-NET initiatives.
15 th September 2006	Presentation	PU	UK	EA	London	Presentation on SKEP aims and objectives and learning experiences from co-ordinating an ERA-NET delivered to OSI-chaired meeting of UK ERA-NETs.
10 th - 11 th October 2006,	Presentation	PU	UK, US EPA	EA	Washington D.C.	Presentation of SKEP aims and objectives given to 'Trans-Atlantic Uncertainty Colloquium' (TAUC) workshop sponsored by the USEPA and the National Science Foundation (NSF).
20 th - 21 st September	Presentation	PU	UK	EA	Vienna	Presentation of SKEP Work Package 2, 'Exchange of

er 2006,						research information', given to the CIRCLE Annual Progress Meeting (APM).
19 th - 20 th October 2006,	Presentation	PU	EU	EA	Helsinki	Presentation of SKEP ERA-NET to 'Science meets Policy' (SMP) meeting hosted under the Finnish Presidency of the EU. Presentation entitled, 'Example of a Commission-funded project on Science-Policy Interface, process and outcomes'. Attendees include Ian Clark (DG-ENV), Maria Soares (DG-RTD) and Andrea Tilche (DG-RTD).
6 th - 7 th November r 2006	Representation	PU	UK, Denmark	EA	Copenhagen	SKEP representation at an Expert-workshop on ex-post policy effectiveness evaluation (EPPEE) hosted by the European Environment Agency and sponsored by the Environment Agency for England Wales, the Danish Environmental Protection Agency and the Netherlands Environmental Assessment Agency (MNP).
14 th November r 2006	Presentation	PU	UK	EA	Bonn	Video-conference with the Steering Committee for the planned German Presidency 'Lisbon to Leipzig' (L2L) event on the 8-10 May 2007. Meeting chaired by the German Education and Research Ministry (Bundesministerium für Bildung und Forschung) (BMBF).

C. SKEP ERA-NET Website

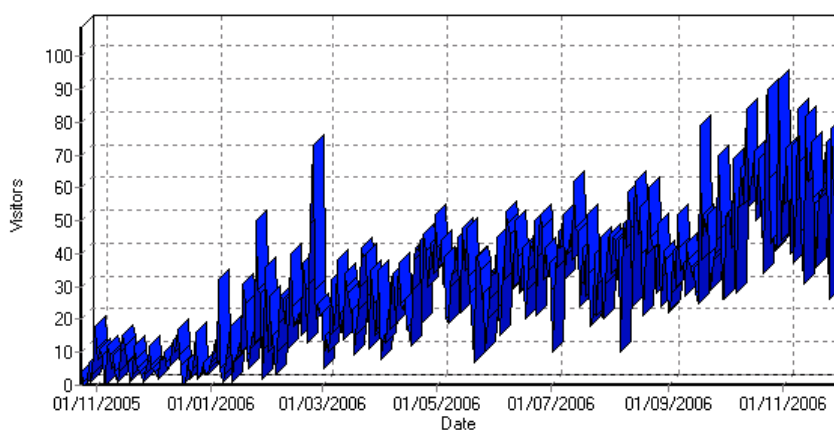
The project website (www.skep-era.net) launched in October 2005 has continued development during months 12 - 18 of the project to increase the amount of information included and therefore its role as a communication tool.

The SKEP ERA-NET project website was launched on the 31st of October 2005. During this time, significant increases have been seen in all indices of the website's usage (see summary table below). At the 18 month stage of the project, the website has been visited in excess of 1.5m times, by over 12,000 individual visitors and is a cornerstone of the network's communication strategy (see summary table below for an illustration of this rising trend).

Summary

Time range	01/12/2005 to 08/02/2006	08/02/2006 to 03/07/2006	24/10/2005 to 31/11/2006
Project duration	6m to 8m	8m to 13m	Website launch (4m) to present (18m)
Hits			
Total Hits	39,136	1,155,774	1,526,663
Average Hits per Day	559	7,916	3,788
Average Hits per Visitor	51.16	270.29	123.88
Page Views			
Total Page Views	13,249	63,972	113,309
Average Page Views per Day	189	438	281
Average Page Views per Visitor	17.32	14.96	9.19
Visitors			
Total Visitors	765	4,276	12,324
Average Visitors per Day	10	29	30
Total Unique IPs	309	1,236	3,180

Graph of the increase in project website usage from launch until the present.



ANNEX 2: MILESTONES AND DELIVERABLES

Milestones list for the SKEP ERA-NET

Month	Milestone Delivery	Milestone No.	Status
0m	Inception meeting	M.1.0	Completed
5m	A questionnaire is developed and tested to analyse good practice in programme management	M.3.1	Completed
6m	Workshop is held to review existing systems and finalise specifications for information tool and analysis.	M.2.1	Completed
12m	Information tool available on live SKEP web site.	M.2.2	Completed
12m	Analysis of good practice in programme management is completed	M.3.2	Completed
18m	Analysis of common evaluation procedures is completed	M.4.1	Completed
18m	Workshop to identifies participants and thematic issues for pilot joint call	M.5.1	Completed
24m	Portfolio analysis including the identification of areas for information sharing and collaboration is completed	M.2.3	
24m	Analysis of common evaluation procedures is completed	M.3.3	
24m	Identification of current horizon scanning and identification of one emerging issue is completed and feeds into WP5	M 6.1	
24m	A small-scale pilot or test joint call for proposals is launched	M.5.2	
36m	The topic of dissemination and implementation feeds into WP5	M.4.2	
36m	Identification of participants and thematic issues for main joint call is completed	M.5.3	
45m	Launch main joint call for proposals	M 5.4	

1.2 Deliverables list for the SKEP ERA-NET

Deliverable No. ¹	Deliverable Title	Nature ²	Dissemination Level ³	Actual Date Due ⁴	Date submitted/ comments
D2.1	Web-based information tool.	O	PU	12	Completed
D2.2	Portfolio analysis of research programmes	R	PU	24	
D3.1	Guidelines for good practice in programme management	R	PU	12	Completed
D3.2	Guidelines for common evaluation procedures	R	PU	24	
D4.1	A report on current activities in the implementation of research	R	PU	24	
D4.2	Guidelines on better dissemination and implementation of research results	R	PU	36	
D5.1	List of projects for small-scale joint call	R	PU	18	Completed
D5.2	Action plan for joint call including list of projects for main joint call calls	R	PU	30	
D5.3	Report reviewing experience of joint calls	R	PU	48	
D6.1	Report on current practices for research planning and 'horizon-scanning' in member states	R	PU	18	Completed
D6.2	Completed literature review of one issue for investigation	R	PU	24	
D6.3	Summary of questionnaire for policy and operational staff to gauge their perceptions, information and science needs	R	PU	30	
D6.4	Report for the workshop explaining the decisions and recommendations for future research	R	RU	36	

Key

¹ Deliverable number in order of delivery dates: D1-Dn

² Nature of the deliverable indicated using one of the following codes:

R = Report; P = Prototype; D = Demonstrator; O = Other

³ Dissemination level indicated using one of the following codes:

PU = Public; PP = Restricted to other programme participants (including the Commission Services);

RE = Restricted to a group specified by the consortium (including the Commission Services);

CO = Confidential, only for participants of the consortium (including the Commission Services).

⁴ Month in which the deliverables will be available. Month 0 marking the start of the project, and all delivery dates being relative to this start date.